



**USAID**  
FROM THE AMERICAN PEOPLE

**ANNOUNCEMENT NUMBER: 45-13**

**OPEN TO:** All Interested Candidates/All sources

**POSITION:** Supervisory Executive Specialist; USAID/ODC/PSC; FSN-10

**OPENING DATE:** November 13, 2013  
**CLOSING DATE:** November 26, 2013

**WORK HOURS:** Full-time, 40 hours / week

**SALARY:** Position Grade: FSN-10

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

*USAID Locally Engaged Staff (LE Staff) Personal Services Contract positions are open to all residents of Cote d'Ivoire including US Citizens and third country nationals.*

*Anyone hired under an LE Staff Personal Services Contract position will be paid in accordance with the Local Compensation Plan (LCP). US Minimum Wage applies for US citizens hired to these positions. If the LCP wage is below US Minimum Wage, US citizens will be paid US Minimum Wage.*

*All applications will be considered on a competitive basis. Veteran's preference and EFM status are not applicable to these positions. US Citizens and Permanent Residents of the US are subject to US Federal and State taxes and local taxes if applicable. It is the responsibility of the incumbent to ensure they are meeting the requirements of their individual situations.*

The U.S. Embassy/USAID-ODC in Abidjan is seeking an individual for the position of **Supervisory Executive Specialist** for USAID/Office of Development Counselor Côte d'Ivoire Field Office.

**Important: All Applications and Resumes Must be in English**

**BASIC FUNCTION OF POSITION**

The Supervisory Executive Specialist position is established to perform the full extent of EXO duties permitted by USG regulations and USAID policies, to include management of Human Resources, Communications and Records, Information Technology, and fulfillment of General Services from ICASS and direct sources. The Specialist is responsible for planning and executing administrative management functions of the Executive Office, subject to signatory approval of the Development Counselor.

The Executive Specialist will ensure effective management of OE, ESF, and PEPFAR-funded Management and Staffing resources in Cote d'Ivoire. The primary responsibility is to supervise the Executive Office (EXO) and all EXO staff, advise Office of Development Counselor (ODC) and senior management on all administrative management policies and procedures, represent USAID on interagency committees and administrative/management groups. Incumbent serves as a

technical mentor to the EXO staff, and assists and supports the USAID/West Africa Regional Mission (USAID/WA) financial management office as needed.

***A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.***

**Important Notice:**

***When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.***

**E.g.: VA No. 45-13; Supervisory Executive Specialist, USAID/ODC/PSC**

**QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (10%):** Completion of education resulting in an undergraduate degree, or the local equivalent (licence), in business administration, financial management, or a field related to administrative management is required.
2. **Prior Work Experience (20%):** Minimum four years of progressively responsible experience in two or more phases of administrative management, particularly as related to the supervision and provision of staff in the provision of administrative/logistic support services in a minimum of three of the following fields: Personnel Administration, General Services, Motor Pool Management, Property Management, Procurement is required.
3. **Language proficiency (20%): Level IV** (fluency) speaking/reading/writing in both **English and French** is required. ***Language proficiency will be tested.***
4. **Job Knowledge (25%):** Incumbent must have an expert knowledge of a highly technical body of USG, USAID, and Ivorian laws, regulations, instructions, procedures, policies, and practices relevant to administrative management, personnel, budget and fiscal administration, travel, building management, GSO/property management, procurement/contracting, C&R, and other administrative procedures, regulations, and requirements sufficient to provide administrative and technical (when required) supervision of all Executive Office personnel.
5. **Skills and Abilities (25%):** Excellent supervisory, analytical, and interpersonal skills, tact, and diplomacy are required. The incumbent should also have good leadership/managerial skills, and a personality that inspires confidence in FSN employees and permits the maintenance of effective working relationships with employees and supervisors. The following are required: ability to forecast needs for resources, and to plan and assess problems and develop realistic solutions; ability to train FSN personnel, and to tactfully and efficiently work with American officers and FSN personnel so that the Executive Office provides the best administrative support services to the Mission; ability to create and maintain a good working climate in order to ensure maximum productivity in a service-oriented fashion; ability to negotiate effectively with Embassy and ICAAS administrative personnel, and host-country government and business officials, on USAID operations and resources.

## **TO APPLY**

**Interested individuals should submit cover letter and curriculum vitae both in English with details of three referees to:**

The Human Resources Office  
Attention: Recruitment Section  
American Embassy, Abidjan  
01 B.P. 1712 Abidjan 01  
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: [AbidjanHR@state.gov](mailto:AbidjanHR@state.gov)

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## **POINT OF CONTACT**

The Human Resources Office  
Telephone: 22-49-40-00  
Fax: (225) 22-49-41-02

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**CLOSING DATE FOR THIS POSITION: NOVEMBER 26, 2013**

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.